

POSITION POSTING

FUNCTIONAL TITLE:	Retirement Analyst
LOCATION:	Massachusetts Teachers' Retirement System 500 Rutherford Avenue, Suite 210, Charlestown, MA 02129
STARTING SALARY:	\$50,000
APPLICATION DEADLINE:	Friday, December 31, 2021

The Massachusetts Teachers' Retirement System (MTRS) is the pension plan for the Commonwealth's public-school educators. The plan provides retirement, disability and survivor benefits to more than 70,000 recipients and maintains and services retirement accounts for over 94,000 active members and 30,000 inactive members. On a monthly basis, the MTRS collects contributions and related data for all active members from 420 local school districts.

GENERAL STATEMENT OF DUTIES

Under the general supervision of the Director(s) and Assistant Director(s) of Member Services/(North and South), the Retirement Analyst assists members of the MTRS by:

- Responding professionally to a variety of written, telephone, and in-person inquiries from members, employers and other constituents in assigned parameters.
- Calculating and processing service purchase applications.
- Assisting members with creditable service estimates, benefit estimates and other retirement planning needs.
- Processing retirement applications.
- Processing benefit adjustments, as needed.
- Assisting members at educational seminars both on site and off site, as needed.
- Efficiently implementing assigned areas of unit workflow.
- Performing calculations, specialized services, and administrative functions to ensure efficient workflow, as needed.
- Acquiring knowledge of Chapter 32, state and federal regulations, and case law, on a continuing basis, as it relates to the work of the unit.
- Providing assistance to active members, retirees, and survivors, as needed.
- Participating fully in all agency projects, meetings and training programs, as assigned.

QUALIFICATIONS REQUIRED

- Bachelor's degree in related field preferred, or equivalent relevant experience.
- Excellent mathematical and analytical skills.
- Must be detail oriented, organized and accurate.
- Desire to work in an environment committed to teamwork and quality service.
- Ability to communicate effectively and professionally both orally and in writing.
- Ability to interpret and apply retirement laws and regulations.
- Ability to follow instructions and function both independently and as a member of a team.

- Ability to maintain harmonious relationships with the membership, employers, other members of the public and MTRS staff.
- Must be flexible and able to handle a multitude of tasks.
- Proficiency with Microsoft Office Suite.
- Proficiency with database applications.
- A reliable means of transportation in the event of work-related travel.

EXPECTED HOURS OF WORK

New hires are required to report to the office five days per week for 90 days. Thereafter, they may apply for a hybrid remote schedule. Hours of work are flexible, but are generally, Monday through Friday, 8 AM to 4 PM, 9 AM to 5 PM (30 minute lunch), 7:45 AM to 4:00 PM, or 8:45 AM to 5 PM (45 minute lunch). This position may require extended hours.

APPLICATION PROCESS

Interested applicants must apply online through *MassCareers* at:

<https://massanf.taleo.net/careersection/ex/jobsearch.ftl?ftlcompclass=LoginComponent>

Applicants are required to submit a cover letter and résumé to Robert Fabino, Director of Human Resources and Legal Affairs, within the MassCareers portal. The cover letter must address why the applicant's background and training would make him or her a good fit for the position of Retirement Analyst with the MTRS. (See MTRS website for background at www.mass.gov/mtrs.) Applicants who do not submit a cover letter will not be considered. Selected applicants will be invited to take a test designed to evaluate their basic writing, math and computer skills.

Executive Order #595 requires Executive Department employees to have received the COVID-19 vaccination or to have been approved for exemption as a condition of employment. Finalists will be given details about how to demonstrate receipt of vaccination or request an exemption due to a sincerely held religious belief or if the vaccine is medically contraindicated.

The MTRS is an equal opportunity employer.